



Department of Energy
Washington, D. C. 20585

November 6, 2003

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT: October Working Capital Fund Billing

This memorandum transmits the October 2003, charges to your program for the Working Capital Fund. This month billing will not be forwarded to the Chief Financial Officer for entering into DISCAS and FIS. We would prefer to wait until Programs have appropriations for FY 2004 before we process charges in the Department's accounting systems.

Two new business segments are included in this bill for the first time. Training Delivery and Services (TDS) and Project Management Career Development Program (PMCDP) charges are included for your information only. We will wait until the FY 2004 Appropriation Acts are passed before we process these charges in DISCAS.

The tables have been altered to accommodate the new business segments and subtotals for the realigned businesses. Desktop charges now follow Building Occupancy and the second page begins with Telephones as in the past. If you have any problem following the new table structure please call the contacts below for help.

Initial Payments for FY 2004

The Department is currently operating under a Continuing Resolution (CR) subsequently, the Fund has been using carry-over funding from FY 2003 to continue operations in FY 2004. If the CR is extended beyond November, the Fund may require additional customer advances to operate.

Please provide normal funding levels once the FY2004 Appropriations become available. Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998**, “Working Capital Fund, Administrative Control of Funds.”

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities.

FY 2004/ 2005 Budget Guidance

On May 12, 2003, we issued guideline estimates for FY 2005 Corporate Review Budget (CRB) requests, including updated estimates for FY 2004. The estimates provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2005 estimates, March FY 2003 estimates were used as the basis for FY 2004 and FY 2005. The budget is based on the pricing policies that are in effect for FY 2003 as documented in the December 2, 2002 Guide to Services, Policies, and Procedures ("Blue Book"), with some further changes subsequent to Working Capital Fund Board decisions. The FY 2005 Corporate Review Budget CRB guidance is available on our Web Page at www.ma.mbe.doe.gov/wcf

In early December 2003, after the WCF Board meeting, we will update FY 2004 and FY 2005 budget estimates to provide you with our most recent information based on OMB passback for the Congressional Budget Request.

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

Table I **Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.**

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes **annual** charges for internal distribution services at \$11,880 per mail stop assigned to your organization in addition to new charges for mail security. Charges for outgoing metered mail and special handling charges incurred during October are also included.

Photocopying - This bill reflects charges for actual October usage only. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2003; 1.5 cents for dedicated copies; 50.0 cents for color copies. This bill also include charges for digitalization services; rates are as follows: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2003.

Building Occupancy - This bill includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to October 25. NOTE: The October bill does not include charges for the first quarter rental charge. The November bill will reflect charges for the first quarter of the FY equal to one-fourth of the full annual estimate for space assigned to your organization as of October 1, 2003.

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate. This bill also includes September actual overseas charges (that were not billed last month because the information was not available from the service provider).

Network - October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges **for DOE net** are based on customer usage.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during October in addition to initial charges for help desk services based on actual usage as approved by the Board at its August 21, 2002 meeting. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Payroll Processing - October charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2004.

Corporate Human Resource Information System (CHRIS) - October charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2004.

Corporate Training Services (CTS) formerly, On-Line Learning Center (OLC) – The Board authorized a new business segment to finance professional skills development training (August 27, 2003); this new segment, Training Delivery & Services (TDS), has been merged with the On-Line Learning Center to create the CTS business line. The enclosed bill includes fixed operating and maintenance costs and variable subscription costs for the OLC. Fixed operating and maintenance costs are allocated to program offices based on their participation in the OLC business during FY 2003. Variable subscription costs are based on the number of subscriptions requested by program office for OLC courses. The bill also includes fixed TDS costs. TDS costs are charged to participating program offices based on the number of participants for professional skills training courses at a rate of \$100/day/participant. As a result of the Continuing Resolution, TDS charges will not be charged to program customers until the

Appropriations Acts are passed. At that time programs will be given credit for classes they paid for after October 1 for Professional Skills Training.

Project Management Career Development Program (PMCDP) - The Board at its August 27th, meeting, authorized the creation of the Project Management Career Development Program, business line, in response to House Energy and Water Development report language for FY 2004. The enclosed bill includes infrastructure costs and one half of the variable costs for PMCDP. Infrastructure costs are allocated to participating program offices based on their program's portion of a DOE project inventory in the Project Accounting and Reporting System (PARS) at the start of the fiscal year. Variable costs are based on the program offices prorata share of the number of PMCDP participants. The PMCDP participation numbers will be updated by the time the April bill is calculated. These charges are for you information only; they will not be processed in DISCAS until FY 2004 Appropriation Acts are passed.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fourth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2004/FY 2005 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Tanya Luckett Wanda Chambers	(202) 287-1655 (202) 586-8114
Project Mgt. Dev. Program (PMCDP)	Joanne Whitman	(202) 287-1664
Billing Process and Policies	Bob Emond	(202) 586-2354
	Roscoe Harris	(202) 586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>	
BCA	Beryl Gilmore	D. Bart	
BPA	W. Marlowe	R. Seifert	
CI	L. I. Brown		
CN	D. Baur		
DR	L. Gasperow	C. Feldmeyer	
EA	W. Townsend		
ED	L. Rudnick		
EE	D. Smith		
EH	G. Judge	T. McCarron	
EIA	N. Burnette		
EM	E. Bronstein	B. Male	
FE	C. Roy	G. Stern	
GC	D. Bullington		
HG	R. Tedrow	P. Spencer	
IG	B. Schrum		
IM	A. Warnick		
IN	L. Cain		
ME/AB/S	F. Feiner		
NA	S. Haller	J. Trainor	
NE	W. Carroll	L. Soo Hoo	
OA	L. Gasperow	C. Feldmeyer	
PA	L. I. Brown		
PML	M. Livingston	D. Meyers	
PI	S. Browne	S. Rush	
RW	L. Barrett	D. LeVan	
SC	L. McAllister	B. Swain	J. Kelley
SO-40	A. Moss		
SO	T. Fox	D. Friis	
TD	A. Richardson		
WH	M. Dillon		
WT	M. Owen	M. Mescher	

WCF BOARD MEMBERS

CFO	B. Carnes	NE	W. Magwood
CIO	K. Evans	NA	L. Brooks
EE	D. Garman	OA	G. Podonsky
EH	B. Cook	PI	V. Bailey
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	SO	M. Combs
FE	M. Smith	GC	L. Otis

memorandum

DATE:

TO:

Working Capital Fund, ME-15

FROM:

(Program Office)

SUBJECT:

Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a 'first incurred' or 'most imperative' basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____

CC: George Tengan, ME-14